



TOWN OF COVENTRY

Resolution 2025-10

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF COVENTRY, CONNECTICUT, ESTABLISHING A “CHARTER REVISION COMMISSION” ; ESTABLISHING PURPOSE; CHARGE; MEMBERSHIP; OFFICERS; MEETINGS; STAFF; MINUTES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS: The Coventry Town Charter has not been reviewed and revised since 1991, and

WHEREAS: The Town Council believes that certain sections in the Town Charter need to be reviewed and possibly revised to reflect current conditions, State Statutes and current Town Policies.

NOW THEREFORE BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF COVENTRY, CONNECTICUT THAT:

Section One: Establishment; purpose; charge

- A) There is hereby created a Charter Revision Commission, herein referred to as “Commission”.
- B) The Commission will review the Charter, study alternatives, make recommendations. They will produce a draft revised Charter that is improved, impartial, and which is an ethically-sound legislative tool that institutes practicability, clarity of processes, and transparency of government in a manner that follows prescribed Connecticut General Statutes and fully considers recommendations (including timelines and Charter Section review) by the Town Council.
- C) In addition to any changes that would be appropriate to accomplish the goals set forth in the preceding paragraph, the Town Council requests the Charter Revision Commission to consider the following specific items:
 - a. Modernize and update nomenclature and capabilities
 - b. Bring charter up to date with changes reflected in state statutes and town policies
 - c. Review and consider changes to the budget preparation and adoption timelines
 - d. Review and update town positions within the charter (i.e. Health Director/District,

Recreation Director, Facilities Director, Civil Defense Director, Finance Director)

D) The Commission shall submit its draft report, including the proposed Charter, Charter amendments or home rule ordinance amendments, to the Town Clerk, who shall transmit such report to the Town Council no later than May 15, 2026.

Section Two: members; term; representation; officers

The Commission shall consist of seven (7) members, all appointed by Town Council. The terms shall be for the life of the Commission. The Town Council shall appoint the Commission Chair. The Commission shall elect a Vice Chair, who shall chair the meeting in the absence of the Chair. The Vice Chair shall be elected from among the remaining members. Additionally the Commission shall elect a Secretary, who shall chair the meeting in the absence of the Chair and Vice Chair and who will be responsible for the records of the Commission.

Section Three: Meetings; staff, minutes.

The Commission shall hold regular publicly noticed open meetings at least monthly and may hold additional special meetings as needed. The Town Manager is authorized to provide staff support and assign a staff liaison as may be needed. Minutes will be completed by Town staff and placed in record in compliance with State law.

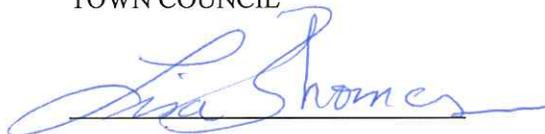
Section Four: Effective date

This Resolution shall become effective immediately upon passage.

Passed and Adopted by the Town Council of the Town of Coventry, Connecticut on this 4th day of August 2025.

TOWN OF COVENTRY

TOWN COUNCIL



Lisa Thomas, Chair

Attest:



Lori Tollmann, Town Clerk